Unit Administrator/Chair Reviews Faculty Response and Confirms Completion

- After the faulty member affirms and comments on the evaluation the case will route to the unit administrator/chair to complete an acknowledgement.

- First, review any comments made by faculty member by clicking on "Read Case."

  Read Case

- Faculty response comments can be found under the "Acknowledgements" section of the case. Scroll down to the 2nd page of the Faculty Affirmation to view any comments.

- **It is highly recommended that you download a copy for your own records at this time, if needed.**

  - **Click Download > Download Packet > Zipped Folder**
  - **All downloads will queue up on your home screen and you can save them all at once when you've acknowledged all of the evaluatoins.**

- Click "Return to Case" to exit this view.

- Then, complete the "Affirmation of Completion" form by navigating to the "Case Details" tab.

- Click "Fill Out Form" next to the Unit Administrator's Affirmations of Completion form under the "Required Items" section.

- Read the final confirmation statements, check the "Completed" box, and leave any additional comments you want noted in the record. Then, click "Submit Form."
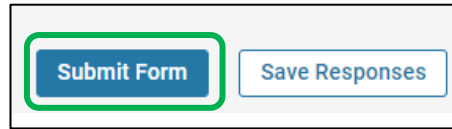
- Send the case forward by clicking on the "Send Case" button. The next step in the workflow will appear automatically. Click on "Forward To."
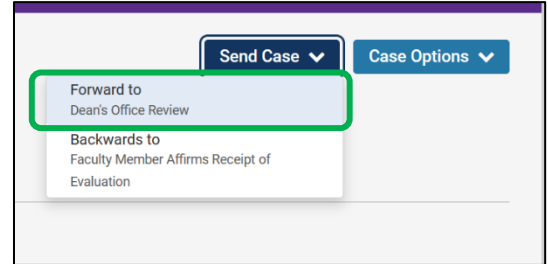
- An email draft will appear. Enter a subject. The body of the email will default to system generated text. The text can be edited with a personal message. Click "Continue" to send the email and forward the case.